## DATA PROCESSING MANAGER II

## JOB ANALYSIS BACKGROUND INFORMATION

**Date of Study:** January 7-11, 2002

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Marian Dilley, SSM I, Job Analysis Unit

Fred Freeman, SSA, Job Analysis Unit

**Number of Incumbents:** There is **0 (none)** incumbent in this classification

per Department of Corrections Filled/Vacant Position Report dated December 31, 2001.

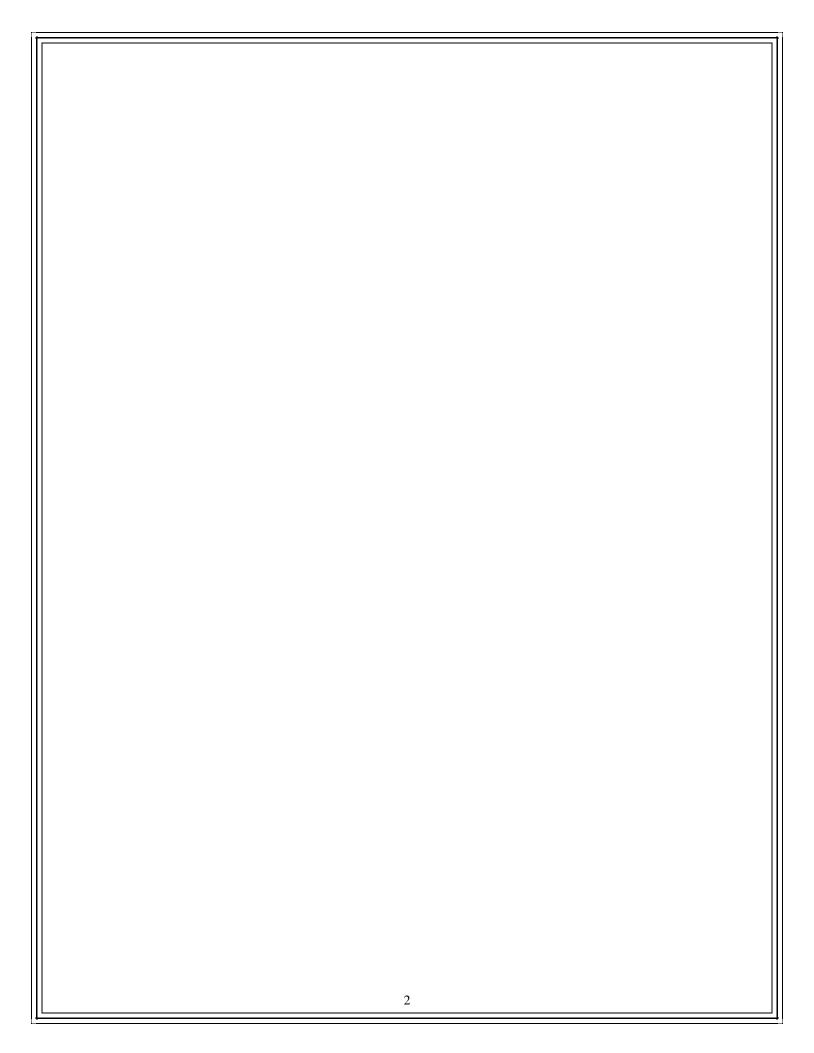
Names of the Subject Matter Expert(s) and their background:

William Buffington, Senior Programmer Analyst Supervisor, Information Systems Division

William currently works as a Senior Programmer Analyst Supervisor with the Information Systems Division for CDC. He has been in this position for three years. William has been employed with the State for a total of 15 years.

## Rita Perkins, Data Processing Manager III, Information Systems Division

Rita currently works as a Data Processing Manager III with Information Systems Division for CDC. She had worked as a Data Processing Manager II with the Department of Insurance and CDC. Rita has been with CDC for six years.



## DATA PROCESSING MANAGER II INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification, Data Processing Manager
- Personnel Examining Job Analysis—Senior Programmer Analyst (Supervisor)
- State of Washington Class Specification—Data Processing Supervisor 3 & 4
- State of Illinois Class Specification—Data Processing Supervisor I, II, III
- O-NET CENTER Website for Computer and Information Systems Manager

Other sources were viewed for information (i.e., Exam History File, Personnel Operation Class File, DPA Allocation Guideline); however, the information was not relevant to the job analysis and therefore not included.